City of Seattle
Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject	Number
	DPP 500 P III-401
	Effective
CHARGES FOR SPECIALIZED ELECTRICAL SERVICE AND EQUIPMENT	
	Supersedes
	November 22, 2010
Approved by Jorge Carrasco	

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1.0 Purpose

To establish charges and procedures necessary for providing specialized electrical service and equipment to customers.

2.0 Organization Affected

2.1 Customer Care Division

2.2 Energy Delivery Operations Division

2.3 Energy Delivery Engineering Division

2.4 Finance Division

3.0 References

3.1 Requirements for Electric Service Connection, City of Seattle, Department of Lighting, January 26, 2007, or as the same may be amended or superseded.

3.2 City of Seattle Ordinance 123178 relating to the rates, terms, and conditions for the use and sale of electricity or as the same may be amended or superseded.

4.0 Definitions

4.1 Specialized Electrical Service. Temporary services to fireworks stands, Christmas tree lots, decorative lighting outlets, etc.

4.2 Representative shall apply to the following Civil Service classifications where applicable:

Electric Services Engineering Manager
Supervising Electrical Service Representative
Senior Electrical Service Representative
Electrical Service Representative
Electrical Service Engineer

4.3 Authorized Contractor. An electrical contractor who is under contract with the Department to perform specified electrical work.

5.0 Policy

5.1 The Department shall charge for specialized electrical service and equipment and/or installation of such equipment in accordance with the specific service charge schedules in Appendix 8.3.

6.0 Responsibilities

6.1 The Customer Care Division, through its representatives, shall be responsible for contacting and advising customers on the installation of specialized electrical services and equipment, for determining the charges thereof and for processing the orders accordingly.

6.2 The Energy Delivery Engineering Division shall be responsible for providing the representatives with any technical assistance necessary for determining the application of specific charges.

6.3 The Financial Planning Unit of the Finance Division, in collaboration with the Customer Service Division, shall be responsible for reviewing and revising, as necessary, the charge schedule as attached under Appendix 8.3.

6.4 The Energy Delivery Operations Division, or authorized contractor, shall be responsible for providing, and/or installing or removing all electrical services and equipment as listed under Appendix 8.3.

6.5 The Finance Division shall be responsible for handling customer billing.

7.0 Procedure

7.1 The representative of the Customer Care Division shall contact and advise the customer on the installation of electrical services and equipment.

7.1.1 To determine the charges for the specific requirements of the installation, the representative shall refer to the current service charge schedules (Appendix 8.3).

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7.1.2 To initiate an application for service the representative shall:

7.1.2.1 Complete the Streetlight Floodlight Agreement (Appendix 8.2) and include the specific amount and type of charges.

7.1.2.2 Request the customer to endorse the agreement thereby approving the assessment of the service charge.

7.1.2.3 Consult with the Energy Delivery Engineering Division when technical assistance is necessary.

7.2 The Electric Service Representative or Electric Service Engineer shall initiate the service request and complete a billing request form and distribute as indicated on the respective forms.

7.3 Upon receipt of the service request, the Energy Delivery Operations Division shall provide and/or install or remove the electrical service or equipment as requested. The Energy Delivery Operations Division may arrange to have the electrical service equipment provided and/or installed or removed by an authorized contractor.

7.4 The Finance Division shall bill the customer according to the Billing Request (Appendix 8.2).

8.0 Appendix

8.1 Distribution: Posted online at http://sclweb.light.ci.seattle.wa.us/dpp/

8.2 The following form sample is attached: Streetlight Floodlight Agreement.

8.3 Index and Service Charge Schedules.

Schedule Number

103 Floodlights – Rental
104 Floodlights – Customer-Owned
108 Decorative Lighting
109 Street Lighting on Streets Without Distribution Poles
115 Residential and Commercial Three-Phase Line Extension
116 Charges for Certain Engineering Design Work
117 Alley Lighting Charges

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9.0 Revision History

Version	Date	Changes Made	Update Coordinated By
2.0	10-11-11	Revised Schedules 103, 104, 108, 109, and 117 to update labor and material costs..	Jackie Kirn
1.0	10-18-10	Updated text and deleted forms.	Jackie Kirn

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12.20 Streetlight/Floodlight Lease Agreement

Seattle City Light

Service address: Zip:

Billing name:

Mailing name (if different from above):

Mailing address (if different from above): Zip:

Contact name/phone number:

☒ Streetlight
☐ Floodlight

Installation Charge =

Leased streetlight service shall be for not less than two years. The monthly energy charge for both light types shall be at the rates and terms prescribed from time to time by City Ordinance. Such monthly charges shall continue until service is terminated. If streetlighting service is discontinued by the customer less than two years after initiation, the customer shall be liable for payment of the monthly charges for the unexpired portion of this agreement.

Internal Use Only		
	Account No:	
	☐ Overhead ☐ Underground	☐ Residential ☐ Comm/Ind
	SR#:	WO#:
	ESE/ESR:	
	Forward To:	

Signature:

Name**:**

Title:

Phone:

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